

SUPPLEMENTAL INSTRUCTIONS FOR COMPLETING CJA VOUCHERS

SUBMIT VIA CJA E-VOUCHER NO LATER THAN 45 DAYS AFTER SENTENCING OR FROM THE FILING OF THE NOTICE OF APPEAL.

ITEMIZATION OF SERVICES RENDERED: List services by category. Do not combine service types in one entry.

ITEMIZED RECEIPTS, INVOICES, AND PROOF OF PAYMENT must accompany claims for commercial copying, computer assisted legal research, postage, parking, tolls, and other miscellaneous expenses in excess of \$50.

COMPENSATION CLAIM

Claim all time spent representing your client from the date of the order appointing you through and including disposition of the case. Interim payments to counsel require a court order. The appointment date can be found on the Appointment Info page of each eVoucher appointment. Do not claim any time prior to the date of the order of appointment or the nunc pro tunc date.

- Do not claim any time for lunch recesses.
- Decimal systems to tenths must be used to designate time charges (6 minutes = 0.1, 12 minutes = 0.2).
- Secretarial work (copying, faxing, mailing, etc.) associated with CJA representation, whether work is performed by counsel or other personnel, is not reimbursable. Services of a personal nature, such as assisting the defendant in the disposition of his/her personal property or providing legal assistance in matters unrelated to the litigation of the case even though incidental to the defendant's arrest, are not compensable.

Guide, § 230.76 Attorney time and expense records for all services rendered shall be maintained and made available for random audit for a period of three years after payment.

HOURLY RATES In/Out of Court: \$152 For work performed on or after 01/01/2020

Rates: 2/15/19-12/31/19: \$148; 3/23/18-2/14/19: \$140; 5/5/17-3/22/18: \$132; 1/1/16-5/4/17: \$129; 1/1/15-12/31/15: \$127

AGGREGATE COMPENSATION CAPS (Exclusive of allowable expenses)

	<u>01/01/20</u> <u>and after</u>	<u>2/15/19-</u> <u>12/31/19</u>	<u>3/23/18-</u> <u>2/14/19</u>	<u>5/5/17-</u> <u>3/22/18</u>	<u>1/1/16-</u> <u>5/4/17</u>	
FELONY, HABEAS	\$11,800	\$11,500	\$10,900	\$10,300	\$10,000	Claims exceeding these limits may be approved at the discretion of the Chief Judge of the 11 th Circuit or delegate.
MISDEMEANOR	\$ 3,400	\$ 3,300	\$ 3,100	\$ 2,900	\$ 2,900	
OTHER	\$ 2,500	\$ 2,500	\$ 2,300	\$ 2,200	\$ 2,100	

ALLOWABLE EXPENSES

TRAVEL EXPENSE LIMITATIONS

Automobile mileage: 57.5 cents per mile for travel 1/1/20-present; 58 cents per mile for travel 1/1/19-12/31/19; 54.5 cents per mile for travel 1/1/18 to 12/31/18; 53.5 cents per mile for travel 1/1/17 to 12/31/17; 54 cents per mile for travel 1/1/16 to 12/31/16; and 57.5 cents per mile for travel 1/1/2015 to 12/31/15. Tolls and parking fees may also be claimed. Travel time should normally be measured from counsel's principal place of business, unless the travel commences from a different location and measuring the travel from that location results in a lower cost to the Court. As of 9/18/2012, the Court will limit the time claimed for attorney travel, regardless of actual travel time, to 1 hr. to/from the U.S. District Courthouse, and 2 hrs. to/from any detention center for the Atlanta and Rome Divisions. All out of district travel must be pre-approved by a judge.

Airfare: Coach/discount fare allowable; must be pre-approved by judge. A Court order approving the travel is required prior to the booking of any air reservation. All airline tickets should be purchased at the reduced government rate obtained through the Clerk's Office, Michaela Harris, 404-215-1301, or Judith Motz, 404-215-1601. A Court order is required for submission of any travel expenditures.

Food & Lodging: Actual expenses (with detailed itemized receipts) subject to limitations governing compensation for federal employees. Contact CJA Clerk for current guidelines. Court order authorizing travel must be attached. Meal expenses are reimbursable only for overnight out-of-town travel with a Court order.

PHOTOCOPYING

In-house: Actual costs up to 15 cents per page (must indicate number of pages and cost per page charged).

Commercial: Actual costs up to 25 cents per page (must provide invoice indicating number of pages, cost/page, and proof of payment). Commercial copy invoices over \$50 should be claimed on a CJA-21 payable directly to the service provider.

COMPUTER ASSISTED LEGAL RESEARCH: Provide a copy of the invoice and receipt. Claim may require a brief statement of justification. PACER charges are not reimbursable, as CJA attorneys are not required to pay PACER fees in CJA cases.

OUT-OF-POCKET MISCELLANEOUS EXPENSES: Include necessary toll and long-distance telephone calls, supplies (other than usual office supplies), postage. Expenses must be itemized and reasonably documented.

NON-REIMBURSABLE EXPENSES

- **EXPRESS MAIL, COURIER, FAX CHARGES:** For delivery of items that could have been mailed via U.S. Postal Service first-class mail, additional expenses will be reimbursed only if a satisfactory explanation is given for why regular mail service or electronic filing was not utilized.
- **OFFICE OVERHEAD:** Routine operating expenses (secretarial time, office rental, etc.) are noncompensable.
- **FEES:** Filing fees, witness fees, and service of process are not payable out of the CJA appropriation. Fact witness fees and subpoenas are paid by the Department of Justice (DOJ) [see Fed. R. Crim. P. 17(b)].

EXPERT AND OTHER SERVICES

TRANSCRIPTS: Must be requested via form AUTH-24 in eVoucher. Court reporters may be contacted directly. Deposition transcripts are paid by the DOJ per Fed. R. Crim. P. 15.

	<u>Original</u>	<u>First Copy to Each Party</u>	<u>Each Additional Copy to the same Party</u>
Ordinary Transcript (30 days):	\$3.65	\$0.90	\$0.60
14-Day Transcript:	\$4.25	\$0.90	\$0.60
Expedited Transcript (7 days):	\$4.85	\$0.90	\$0.60
3-Day Transcript:	\$5.45	\$1.05	\$0.75
Daily Transcript:	\$6.05	\$1.20	\$0.90
Hourly Transcript:	\$7.25	\$1.20	\$0.90
Realtime Transcript:	One feed: \$3.05 per page, 2-4 feeds: \$2.10 per page, 5 or more feeds: \$1.50 per page		

INVESTIGATOR, INTERPRETER, OTHER SERVICES, AND EXPERT WITNESS FEES: Must be claimed on form CJA-21 and submitted in eVoucher. Prior approval from the judge via form AUTH in eVoucher must be obtained for cumulative service costs in excess of \$900 up to \$2600 for work performed on or after February 15, 2019 (up to \$2,500 for work performed from 1/1/16-2/14/19). Circuit approval is required for cumulative service costs in excess of \$2,600 for services performed on or after February 15, 2019. Prior approval must also be obtained for non-routine services that do not exceed \$900 (e.g. polygraph examiner, psychologist). Expert hourly rates in excess of \$70 per hour require pre-approval of the hourly rate from the district or magistrate judge. The translation of written documents is separate from oral interpreter services and must receive its own approval after the \$900 pre-approved amount has been reached, unless a judge has approved that oral and written costs may be combined. Contact a CJA Clerk for current interpreter rates or see **CJA - Interpreters and Service Provider Information** on the Court's website at <http://www.gand.uscourts.gov/attorneys> for additional guidance.

PSYCHIATRIC EVALUATIONS: To determine competency to stand trial under 18 USC § 424, services are generally paid by the DOJ, regardless of which party requests the examination. Call the CJA Clerk for additional information before incurring any charges.

PARALEGAL SERVICES: Paralegal services are compensable using form CJA-21 in eVoucher. Contact the CJA Clerk for hourly rates. Please include a detailed itemization of services and an affidavit certifying the hourly rate charged to the Court and that no other compensation for the service will be requested. The rate charged to the court may not exceed the rate as charged by the law firm.

ASSOCIATE ATTORNEYS: If appointed counsel wishes to use the services of an associate attorney, counsel should file a motion and proposed order. Forward the signed order to the CJA Clerk so that the associate can be added to the appointment in eVoucher. Associates are compensated at a lower rate and their time is submitted on appointed counsel's voucher.

ERRORS

BILLING ADDRESS: Verify correct spelling of your name and your current contact information.

OMISSIONS: All appropriate sections must be completed. Please answer all questions at the Claim Status tab.

AUTHORIZATIONS/ORDERS: CJA-21 vouchers that are not linked to their respective eVoucher authorizations will be rejected. Supporting documents must be uploaded to the voucher.

NOTE: Vouchers which require correction, lack required supporting documentation, or are incomplete will be rejected. Please see **Common Mistakes that Delay CJA Payments** for additional information.

QUESTIONS: Address any questions to the CJA Clerk, U.S. District Court, 2015 U.S. Courthouse, 75 Ted Turner Drive, S.W., Atlanta, Georgia 30303. Telephone: Michaela Harris at 404-215-1301 (backup: Melissa Gahrng at 404-215-1676; Judith Motz at 404-215-1601).